



# e-Services M. I. M. S.(FMS)

CAPNHQ Electronic Services e-Services  
Member Information Management System  
(Flight Management System)  
California Wing  
Basic Procedures

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If you discover any errors, or the procedure is unclear, please contact the author and corrections will be made.

## **1-1 Preface**

The intent of these procedures is to assist anyone not fully conversant with CAP National Headquarters e-Services, M.I.M.S. and FMS and who may be somewhat intimidated by the vast array of procedures required to accomplish the various tasks that this system will perform.

The first time you try to accomplish any given task, simply follow each procedural step exactly. You will find that after you have done a particular procedure a few times, rather than read every word in the procedure, simply note the **BOLD** words and they will act as reminders, as to what to **Enter or Click**. It's like a cookbook, and like a cookbook, failure to follow the procedure exactly, may result in something other than what you desired. .

The procedures that are included, cover most of the tasks that the average Member or Unit Commander will encounter on a daily basis.

No guarantees are included with these procedures, as e-Services and M.I.M.S. (FMS) are changing all the time, with no notification from the authors.

### Relationship of M.I.M.S.(FMS) to CAPR 60-3 and WMU

The M.I.M.S. (FMS) applications will replace WMU for the initialization and maintenance of Civil Air Patrol Emergency Services and CAP Pilot member qualification records.

At this writing, there are inconsistencies in the terminology used in CAPR 60-3, WMU and M.I.M.S. While this can be confusing, this document will attempt to make it as clear as possible to the user.

This document contains CAP Group, Unit and Member procedures

If you find that a given procedure does not work, please advise the author and the procedure will be corrected, if I can figure it out.

### Note:

As of Jan 2004, the rules for the validation / approval of tasks has changed. Prior to this date, ALL tasks within all Achievements had to be individually validated. This is a very time consuming task.

Now, when ALL Tasks for a particular Achievement within the OPS-Emergency Services Functional area have been entered, all that is required is the Achievement itself has to be approved using the "Approval Module".

All Tasks within any Achievement, in all other Functional Areas, OPS-CAPPilot, Cadet-Programs and OPS-Counterdrug, must still be individually validated, then the Achievement itself must be validated.

As of 26 May 2004, several new Specialties have been added. Incident Commander, Agency Liaison, and Ground Team Member have been divided into three different Levels, 1 through 3. Each of these new Levels of qualification, allow the member to perform at successively higher, more demanding positions, in the prosecution of CAP missions. See CAPR 60-3 Chapter 2, 26 May 2004, for details. In addition, most Specialties now expire in three years rather than two. Several still require recurrency every two years. See CAPR 60-3 para 2-4 for details.

## **1-2 What do you want to do?**

The following is a list of things most members and/or Commanders will have to accomplish from time to time. It is intended to aid you in finding the appropriate applications to either enter information into the M.I.M.S. system or to access information that you need.

### **Use e-Services Applications**

Who?	Members	
	Use	Internet to access
		Para 2-1

### **Enter or update your Personal Information**

Who?	Members	
	Use	<a href="#">CAP Personnel Information</a> (Restricted)
		Para 4-1
		Review/Edit My Member Info
		Para 4-1

### **Look at Personnel Information**

Who?	Member	
	Use	Interactive Personnel System
		(Limited by your scope of access)
		Para 4-2

### **Upload your CAP Picture**

Who?	Member	
	Use	Upload CAP Picture
		Para 13-1

### **Validate CAP Pictures**

Who?	Commanders or designees	
	Use	Validate CAP Pictures
		Para 13-2

### **Enter training task completion data and dates and ES Awards (CAPR 35-6)**

Who?	Members	
	Use	General ES & Pilot Task Entry (Personal or Restricted)
		ES SQTR Quick Entry (Personal or Restricted)
		ES Awards are described in
		Para 6-3
		Para 8-1
		Attachment 7

### **Enter re-currency task completion data and dates**

Who?	Commanders or Designees	
	Use	Single Person Achievement Entry
		Para 12-5

### **Enter an Achievement that was approved in WMU**

Who?	Members	
	Use	Personal ES SQTR Quick Entry
		Para 8-1
OR		
	Use	WMU CAPF 100 renewal
		Attachment 3
		This is a temporary procedure as long as WMU ES Capabilities are maintained.

### **Enter Pilot Information Initial or from WMU and CAP Awards (CAPR 35-6)**

Who?	Members	
	Use	General ES & Pilot Task Entry (Personal or Restricted)
		Multi-Pilot Entry (Personal or Restricted)
		Pilot data entry is described in
		CAP Awards are described in
		Para 6-3
		Para 9-1
		Attachment 6
		Attachment 7

**Enter your FAA Currency data into MIMS**

Who? Members  
Use MIMS (FMS) Personal Currency or Para 9-5  
MIMS (FMS) FMS Currency (Restricted)

**Check the status of your Achievements**

Who? Members  
Use Personal General ES & Pilot Task Data Entry Para 6-4

**Validate the completion of Achievements and Tasks**

Who? Commanders, Vice Commanders or ES Officers  
Use M.I.M.S. (FMS) Validate Achievements or Tasks Para 11-1

**Approve Achievements**

Who? Commanders, Vice Commanders and ES Officers  
Use Approval Module, from the e-Services home page Para 12-1

**Enter a Renewal Date for a Members Achievement (Specialty)**

Who? Commander, Vice Commanders and ES Officers  
Use ES Single Person Specialty Entry Para 12-6

**Create / Print a report of your Achievements, including all tasks**

Who? Members  
Use M.I.M.S. (FMS) FMS Reports (Check them all) Para 15-1, 15-4

**Create / Print a CAPF 101 card**

Who? Members  
Use CAPF 101 Personal or M.I.M.S. (FMS) Para 13-3

**Create SQTR**

Who? Members  
Use SQTR Personal or M.I.M.S. (FMS) Para 14-1

**Assign members to the Unit Personnel Authorization**

Who? Commanders or designees  
Use Duty Assignment Para 12-2

**Locate CAPID and Qualifications of any member**

Who? Members  
Use Look Up CAPID Para 10-1  
Member Qual Info Para 10-2

**Download CAPWATCH**

Who? Members  
Use CAPWATCH Download  
Not defined in this document

**WSA Administration**

Who? Commander or designees  
Use WSA Admin See WSA Tutorial  
Not defined in this document

## **2-0 GENERAL e-Services USER PROCEDURES**

No WSA authorization is required to use these procedures

### **2-1 SIGNING ON TO CAP NATIONAL HOME PAGE**

- a. Sign on to the INTERNET
- b. **Open <www.cap.gov>**. This gets you to the CAP National Home page. It is suggested that you save this page in your "Favorites"

### **2-2 SIGNING ON TO THE e-Services HOME PAGE**

- a. Point to the "Members" button near the top of the page.
- b. **Click "e-Services"** button on the CAP Home page to get into the e-Services Home page. If you are not already logged into e-Services: The "Welcome to e-Services" page will appear. Otherwise, the "e-Services Home page" will appear.
- c. Enter your **CAPID** and **Password** and click "**Log On**". The "e-Services Home page" will appear.

**Remember that password is one of the few "case" sensitive items in e-Services.**

### **2-3 First time user**

- a. If you are a First Time User, Click on "**Click here**". The "New User Registration" page will appear.
- b. Enter your **Social Security Number** and your **E-Mail address** and click "**Submit**".
- c. You will be asked one of several questions such as "What was your Mother's maiden name?" for future use by the system. **Remember how you entered this**, as if you ever need to go back into the "Lost Password" procedure, you will need to remember how you entered this item.
- d. A computer generated "Password" will be sent to the e-mail address you just entered. Once you have received that password, you can log on to e-Services as described above.
- e. It is suggested that you use the "**Change Password**" procedure to change the password to something you can remember and record somewhere.

### **2-4 Lost Password Recovery Procedure**

If you cannot remember your password:

- a. Click on "**Password Assistance**". A screen will appear requesting more information.
- b. Enter your **CAPID**.
- c. Click on "**Submit**". A new screen will appear, requesting the following information: You will have to answer three questions. Such as, What was your mother's maiden name? It might be, What was your first dog's name? This will be whatever you entered the first time you logged on to e-Services.
- d. Enter that question. "**Answer to the question**"  
What are the last four digits of you SSN?
- e. Enter that "**number**"  
What is your date of birth?
- f. Enter that "**date**"
- g. Click on "**Submit**"  
A message will appear: "Check your e-mail for your password"

### **3-0 CAP NATIONAL WEB SITE APPLICATIONS**

There are a number of applications under CAPNHQ “e-Services”. In addition to all of the systems provided to acquire Regulations, Forms and other information, some of the CAPNHQ e-Services applications are as follows:

#### **3-1 CAP Utilities**

The following applications are available to all members:

1. **CAPWATCH Download.** To download member information for your Unit.
2. **Interactive Personnel System.** Provides read only access to member information for everyone within your Unit
3. **M.I.M.S. (FMS) Personal Currency.** Information about YOUR Flight records
4. **Personal General ES & Pilot Task Data Entry.** Data Entry capability to enter Task and Qualification data.
5. **Personal CAPF 101** Print a copy of YOUR CAPF 101 card.
- 5a. **Upload CAP Picture** Transmit your picture for your CAPF 101 Card
6. **Personal SQTR** Print a copy of YOUR SQTR card.
7. **My Member Info (Top of page)** Read/Write ability to maintain and update **YOUR** Personal Information in the National database
8. **Personal ES SQTR Quick Entry** Application to enter YOUR ES Specialty data.
9. **Personal Multi-pilot Entry** Application to enter YOUR Pilot information
10. **CAP Online Exams** Access to all of the online courses and tests.
11. **Other applications.** (Not defined in this document) These applications are listed on the left side of the e-Services Home page

#### **3-2 Restricted Applications (Allows access to other than your own data)**

In addition, there are numerous other applications available. Some of these are defined below:

1. **CAP Image Upload for Commanders** Transmit pictures to M.I.M.S.
2. **CAPWATCH Download** Unit or Group level access
3. **Duty Assignment** Assign duty positions to members of your Unit
4. **Interactive Personnel System** Look at Personnel information
5. **M.I.M.S (FMS) Applications**
  - a. **CAPF101 by CAPID** Print a CAPF101 ES Card
  - b. **SQTR by CAPID** Print a SQTR Card
  - c. **FMS Currency** Member pilot currency status
  - d. **FMS Reports** Numerous reports
  - e. **ES SQTR Quick Entry** Enter ES Task data (Recommended application)
  - f. **Multi-Pilot Entry** Enter Pilot qualification data
  - g. **General ES & Pilot Task Data Entry** Enter ES Task and Pilot data
  - h. **ES Single/Multi-Person Specialty Entry** Enter completed achievements or renewal dates
  - i. **Validate of A/T** Validation of tasks for an achievement
6. **Organizational Contacts** Information about Units
7. **CAP Personnel Information** Change personnel data
8. **Validate CAP Picture** Verify that a CAP picture is valid
9. **Vehicles (Form 73)** Transmit vehicle data to National
10. **WSA Admin** Assign access to e-services applications

**All of the restricted applications must be authorized by the Web Security Administrator (WSA Admin) for the Wing, Group and Unit levels.**



## **4-0 e-Services INITIAL MEMBER PROCEDURE**

### **4-1 CAP Personnel Information / Review/Edit My Member Information**

These` procedures are used to enter all available information about yourself into the National database.

**If you are a Unit Commander**, from the e-Services Home page, Restricted applications

- a. Click on **"CAP Personnel Information"** button.  
The "CAP Membership Personnel Information - Edit" page will appear.

- b. Enter **"CAPID"** for the member desired.

Or

- c. Fill in **[Last Name]** [and First Name] and click **"Click to search by name"**.  
The "Personal Information for: [the member]" will appear.

There are 4 sections to the page:

- 1. **General Information.** (Some fields cannot be changed on this screen).
  - 2. **Address Information.**
  - 3. **Contact Information.**
  - 4. **Personal characteristics.**
- d. Click on **each of the above sections** and fill in all information about yourself, (or the member selected) then
  - e. Make **"changes"** as required and click **"Submit"**.
  - f. To return to the "e-Services Home" page, click on **"e-Services Home"** at the top of the screen.

**If you are not a Unit Commander**

- g. Click on the "Review/Edit My Member Info" at the top of the e-Services home page.  
The "Review Member Information" page will appear.
- h. Click on any of the "Edit" "Add" or "Delete" buttons to access the various sections of your data.

When you are done with your changes

- i. Click on "Finished". You will be returned to the "Review Member Information" page.
- j. To return to the "e-Services Home" page, click on **"e-Services Home"** at the top of the screen.

## **4-2 Interactive Personnel System**

From the e-Services Home page, under CAP Utilities

- a. Click on “**Interactive Personnel System**” button. The “Interactive Personnel System Online Inquiry” page will appear.
- a. Fill in **CAPSN or CAPID or Last Name** [and First Name] and click “**Search**”. The CAPWATCH Online Inquiry page will appear.

Only members of YOUR Unit can be accessed with this application

If you accessed this page via the Restricted Application, you have the option of using the Interactive Personnel System to select any member within your WSA SCOPE.

- c. Click on “**Interactive Personnel System**” The “Interactive Personnel System Online Inquiry” page will appear.
- d. Fill in **CAPSN or CAPID or Last Name** [and First Name] and click “**Search**”. The CAPWATCH online inquiry page will appear.

All members within your “Scope” will appear, depending on how much information you provided for the search.

- e. Click on “**View Detail**” for the member desired. The CAPWATCH Online Inquiry Detail page will appear.
- f. This page has 6 options. Clicking on any of these options displays information about the member selected.
  1. **General Information**
  2. **Contacts**
  3. **Personal Characteristics**
  4. **New Qual/ Cert**
  5. **Member Data**
  6. **Member Photo**
- g. To return to the “e-Services Home” page, click on “**e-Services Home**” at the top of the screen.

## **5-0 Member Information Management System** **(Flight Management System)**

### **M.I.M.S. (FMS) Task Entry Applications**

To enter any Qualifications or Tasks you have completed, you have to get to the “FMS Review Member” page. This is the main page from which you select the ES Specialty or Pilot rating qualifications or tasks to be entered into M.I.M.S. (FMS).

These procedures accomplish the same thing as entering data into the WMU SQTR procedures

### **ACCESS TO M.I.M.S. (FMS) APPLICATIONS.**

- a. Click “**e-Services**” button on the CAP Home page to get into the e-Services Home page. If you are not already logged into e-Services: The “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click “**Login**”. The “e-Services Home page” will appear.

**There are two ways to get to the Multi-ES Entry page in M.I.M.S (FMS) applications**

### **5-1 M.I.M.S. (FMS) (Restricted) Applications**

**If you are a Unit Commander and/or have M.I.M.S. (FMS) under e-Services Restricted Applications:**

- c. Click on “**M.I.M.S. (FMS)**” in the “Restricted Applications” menu. The M.I.M.S. (FMS) Home page will appear.
- d. Click on “**General ES & Pilot Task Data Entry**”. The Qualification/Certification System member selection page will appear on the left side of the screen.

If you do not know the member’s CAPID:

- e. Click on “**Interactive Personnel System**” below the submit button. The “Interactive Personnel System Online Inquiry” page will appear.
- f. Enter the **Last name** and **First name or Initial** and click **Search**. The “CAPWATCH Online Inquiry” page will appear showing all members in your “Group” or “Unit” who match the selection criteria. If you only enter the first part of any name such as “Jo’ it will result in all names starting with “Jo’ being shown.
- g. Click on the **CAPID** of the member you desire and it will be entered into the CAPID box on the Qualification/Certification System member selection page and return to that page.

**OR**

- h. Manually enter the **CAPID** for the member desired.
- i. Then click “**Submit**”. The “FMS Review Member” page will appear on the right side of the screen.

## **5-2 Personal General ES & Pilot Task Data Entry Application**

### **If you are not a Unit Commander**

All members have access to the Qual/Cert Application page at the Member Scope

- j. Click on the **Personal General ES & Pilot Task Data Entry** button under CAP Utilities on the left of the e-Services home page. The Qualification/Certification System member selection page will appear on the left side of the screen.
- k. Your **CAPID** will appear in the CAPID Box. (You cannot change this)
- l. Click **“Submit”**. The “FMS Review Member” page will appear on the right side of the screen.

Once you have accessed the **“FMS Review Member”** page, there are three procedures described below, which cover most of the things you can do with Qualification/Certification System.

## **5-3 Access to the M.I.M.S. (FMS) Member Applications**

- a. **GES General Emergency Services Specialty. Go to Para 6-0**
- b. **ES Specialties other than GES. Go to Para 6-3**
- c. **CAP Pilot Qualification. Go to Para 7-0**

**OR: You can use the two Multi-Entry Procedures:**

- d. **ES SQTR Quick Entry. Go to Para 8-0**
- e. **Multi-Pilot Entry. Go to Para 9-0**

## **6-0 EMERGENCY SERVICES SPECIALTIES QUALIFICATION PROCEDURES**

### **6-1 ES SPECIALTY Qualification/Certification General info)**

CAPR 60-4 Volume II defines all of the ES Specialties a member can aspire to earning. Each one has a defined list of:

#### **CAPR 60-4 Definition**

1. "Prerequisites"
2. "Familiarization and Preparatory Training"
3. "Advanced Training"
4. "Exercise Participation"
5. "Continuing Education"

#### **M.I.M.S (FMS) Definition**

- "Prerequisites"
- "Familiarization and Preparatory Training"
- "Advanced Training"
- "Exercise Participation"
- "Continuing Education Examination"

All ES Specialties require that the Member first acquire a GES - General Emergency Services Specialty.

This requires that he must take three On-Line tests:

1. CAP Test 116 GES
2. CAP Test 116 ICS 100
3. CAP Test 117 Continuing Education Tests, Parts 1, 2 and 3

See Attachment 1 and 2

Once you have completed these three tests and received your Certificates, you can use the **M.I.M.S (FMS)** Qual/Cert to get your General Emergency Services Specialty.

The dates these tests are completed are automatically entered into both M.I.M.S. and WMU.

## **6-2 GES - General Emergency Services Specialty**

**On the "FMS Review Member" page:**

- a. Click on "**Record Completed Tasks for New Achievement**". The "Specialty Selection Tree" will appear on the left side of the screen.  
This tree shows several Functional Area items:
  - [-] Functional areas
  - [+] Cadet\_Programs
  - [+] OPS-CAPPilot
  - [+] OPS-Counterdrug
  - [+] OPS-Emergency\_Services
  - etc. (More may be added in the future)
- b. Click on the **[+]** sign before OPS-Emergency Services. This will expand the tree to show all of the Specialties within Emergency Services.
  - [+] GES General Emergency Services
  - [+] Mission Scanner
  - [+] Transport Mission Pilot
  - Etc.
- c. Click on the **[+]** GES General Emergency Services. This will expand the tree to show:
  - Entry Level
  - CAPT 116
- d. Click on **CAPT 116**. The GES General Emergency Services Tasks list will appear on the "FMS Review Member" page will appear on the right of the screen
- e. Enter the **Date** and **Certificate number** of both CAPT 116 tests.
- f. Click "**Save**" (If only one test has been completed, you can enter just that one, the other later)  
The Tasks Completed page will refresh and "Pending" will appear beside each task entered.
- g. Click "**Back to Review Member**". The "FMS Review Member" page will appear.

This completes the entry phase of the "GES" for this member.

The GES Specialty will remain "Pending Unit Approval" on the "FMS Review Member" page until the approving authority uses the "M.I.M.S. Approval Module" application to approve these tasks. See "**M.I.M.S. Approval Module**" (See Para 12-0).

When all tasks for an Achievement have been completed, the Unit Commander, Vice Commander and/or the Unit ES Officer, will see an indication on the right side of their E-Services home page, saying "Items Awaiting Approval". When they click "Approve Achievements/Tasks" below that line, the "M.I.M.S. Approval Module" page will appear which allows them to approve the Achievements awaiting approval within their "Scope", Unit, Group etc.

If only some of the tasks for any Achievement have been completed, the Achievement will not appear as "Pending [Level] Approval"

The "GES" achievement only requires Unit level approval.

### **6-3 ES Specialties and Awards Other Than GES**

This procedure is referring to the OPS-Emergency Services Mission Scanner Specialty in particular. However, it applies to all Specialties within the Cadet-Programs, OPS-CAPPilot, OPS-Counterdrug and OPS-Emergency Services Functional Areas within the M.I.M.S (FMS) system. They are all in the same format.

On the "FMS Review Member" page:

- a. Click on "**Record Completed Tasks for New Achievement**" button. The "Specialty Selection Tree" will appear on the left side of the screen.  
This tree shows several Functional Area items:
  - [-] Functional areas
  - [+] Cadet\_Programs
  - [+] OPS-CAPPilot
  - [+] OPS-Counterdrug
  - [+] OPS-Emergency\_Services
  - etc. (More may be added in the future)
- b. Click on the **[+]** sign before OPS-Emergency Services. This will expand the tree to show all of the Specialties within Emergency Services.
  - [+] GES General Emergency Services
  - [+] Mission Scanner
  - [+] Transport Mission Pilot
  - Etc.
- c. Click on the **[+] [Mission Scanner]**. This will expand the tree to show the following sections:
  - Mission Scanner – Prerequisites
  - Mission Scanner – Familiarization and Preparatory Training
  - Mission Scanner – Advanced Training
  - Mission Scanner – Exercise Participation
  - Mission Scanner – Continuing Education Examination
- d. Click on **any of the five sections**. The Mission Scanner [Section-name} Task list page will appear on the right of the screen

These sections include lists of all of the Tasks the must be completed to qualify for that level of training for that Specialty.

- e. Enter the **Date**, either using the Date Box or the three pulldown lists, to enter the date for each task you have completed.
- f. Enter the **Trainer CAPID/Name** in the appropriate box. Highlight the CAPID/Name and click the "**COPY**" **Icon** to save that information for use in subsequent entries with the "**PASTE**" function.
- g. Enter the "**Mission Number**" if applicable.
- h. When all completed tasks have been dated and named, Click on "**Save**" at the bottom of the screen. The Tasks Completed page will refresh and "Pending" will appear beside each task entered.

Repeat the above procedure for all five sections to complete the required entries for a Mission Scanner.

When all six sections are complete or when all the ones that CAN be completed are done:

- i. Click **“Back to Review Member”**. The “FMS Review Member” page will appear.

This completes the entry phase of the “Mission Scanner” for this member.

#### **6-4 Check Status of an Achievement**

If you want to verify that all completed Tasks have been entered correctly, Click on: **“View Member Report for Partial/Completed Achievements (PDF) (WORD) (EXCEL) ” on the FMS Review Member page**. A report will appear showing all of your completed tasks for every Achievement. If the achievement is “Pending Approval”, an asterisk (“\*”) will show by the achievement name.

If you want to look at just one Achievement, under “Select below to view partial Qual/Achv” select the **“Functional Area”** and **“Qual/Achv”** and click on **“Submit”**

If all tasks for the desired Achievement have been completed and it has been approved, it will not show on the list of achievements that can be selected. If the Achievement is awaiting approval, it will show on the “FMS Review Member” page, showing the completed date and a Status of “Pending [Level] Approval”. The “Level” of approval required will be Unit, Group or Wing.

***To look at a report of the status of the tasks within any achievement listed on the “FMS Review Member” page, simply click on that Achievement and the report of all tasks will appear. This will show the current, pending and expiration dates for the achievement.***

#### **6-5 Validation and of Tasks and Achievements**

All tasks within Cadet-Programs OPS-Counterdrug and OPS-CAPPilot Functional Areas must be validated by an approving authority using the M.I.M.S. (FMS) “Validate Achievements or Tasks” module (See Para 11-0). **Tasks within the OPS-Emergency Services Functional Area do not require individual validation.**

When all tasks have been completed and validated, the Achievement will show up on the list of achievements on the “FMS Review Member” page. The “Status” will show “Pending [Level] Approval” until all levels of approval have been completed.

The Mission Scanner Achievement (Specialty) will remain “Pending [Level] Approval” on the “FMS Review Member” page until the approving authority uses the **“M.I.M.S. Approval Module”** See Para 12-0) to approve this achievement.

All Achievements, except GES, require Unit, Group and Wing approval.

When all tasks for an Achievement have been completed, the Unit Commander, Vice Commander and/or the Unit ES Officer, will see an indication on the right side of their e-Services home page, saying **“Approvals Waiting nn”**. When they click on that, the “M.I.M.S. Approval Application” page will appear which allows them to approve the Achievements awaiting approval within their “Scope”, Unit, Group etc. If only some of the tasks for any Achievement have been completed, the Achievement will not appear as “Pending [Level] Approval”

The procedure above for “Mission Scanner”, applies to all ES Achievements (Specialty ratings).



## **7-0 CAP Pilot Qualification Procedure.**

### **7-1 CAP Airplane Pilot And All Other CAP Pilot Ratings**

This procedure is referring to the “CAP Airplane Pilot” in particular. However, it applies to all Pilot Ratings in the OPS-CAPPilot Functional Area of the M.I.M.S (FMS) system. They are all in the same format.

**On the “FMS Review Member” page:**

- a. Click on “**Record Completed Tasks for New Achievement**” button. The “Specialty Selection Tree” will appear on the left side of the screen.  
This tree shows several Functional Area items:
  - [-] Functional areas
    - [+] Cadet\_Programs
    - [+] OPS-CAPPilot
    - [+] OPS-Counterdrug
    - [+] OPS-Emergency\_Services
    - etc. (More may be added in the future)
- b. Click on the **[+]** sign before OPS-CAPPILOT. This will expand the tree to show all of the Sections within CAPPILOT.
  - [+] CAP Airplane Pilot
  - [+] CAP Solo Pilot
  - [+] CAP Instructor Pilot
  - Etc.
- c. Click on the **[+] [CAP Airplane Pilot]**. This will expand the tree to show the following sections:
  - FAA Pilot Certificate
  - CAPF 5 A/C Initial
  - Statement Of Understanding
  - CAPF 5 Annual Powered CAPR 60-1 Exam
  - FAA Medical
  - FAA Flight Review
  - FAA Instrument Certificate
  - CAPF 5 Airplane Questionnaire
  - CAPF 5 Airplane Annual Flight Check
- d. Click on **any of the nine (9) sections**. The CAP Airplane Pilot [----Section-name} Tasks Completed page will appear on the right of the screen

These pages will include a list of all of the Tasks the must be completed to qualify for that Pilot rating.

Note that most of these pages only require one (1) item to be entered. I.e., Pilot Certificate only requires that you select one out of eight different ratings. Flight Checks require Aircraft Type, Date and Check Pilot name or CAPID plus several other items that can be checked, such as Cadet Orientation Pilot Demo.

- e. Select **Aircraft Type** from the pulldown list when required.
- f. Enter the **Date**, either using the Date Box or the three pulldown lists to enter the date for the task.
- g. Enter the **Check pilots name or CAPID** in the appropriate box when required.

- h. Check any other appropriate **Check Boxes** for this section when required.
- i. When all completed tasks have been dated and named or checked off etc., Click on **"Save"** at the bottom of the screen. The Tasks Completed page will refresh and "Pending" will appear beside each task entered.

Repeat the above procedure for all nine sections, to complete the required entries for a CAP Airplane Pilot. (All other pilot ratings have less sections.)

When all [nine] sections are complete or when all the ones that CAN be completed are done:

- j. Click **"Back to Review Member"**. The "FMS Review Member" page will appear.

If you want to verify that the above entries have been entered correctly, Click on:

**"View Member Report for Partial/Completed Achievements (PDF) (WORD) (EXCEL) "** (See Para 6-4). A report will appear showing all of your completed tasks. If all tasks have been completed and the Achievement is "Pending Approval", it will not show any more in this list.

This completes the entry phase for the "CAP Airplane Pilot" for this member.

All tasks for OPS-CAPPilot must be validated by an approving authority using the M.I.M.S. (FMS) "Validate Achievements or Tasks" module

When all tasks have been completed and validated, the Achievement will show up on the list of achievements on the "FMS Review Member" page. The "Status" will show "Pending [Level] Approval" until all levels of approval have been completed.

The CAP Airplane Pilot Achievement (Specialty) will remain "Pending [Level] Approval" on the "FMS Review Member" page, until the approving authority uses the "M.I.M.S. Approval Module" to approve these tasks. See **"M.I.M.S. Approval Module"** (Para 12-0)

All ES Achievements, except GES, require Unit, Group and Wing approval.

When all tasks for an Achievement have been completed, the Unit Commander, Vice Commander and/or the Unit ES Officer, will see an indication on the right side of their E-Services home page, saying "Approvals Waiting nn". When they click on that, the "M.I.M.S. Approval Application" will appear which allows them to approve the Achievements awaiting approval within their "Scope", Unit, Group etc.

If only some of the tasks for any Achievement have been completed, the Achievement will not appear as "Pending [Level] Approval"

The procedure above for "Cap Airplane Pilot", applies to all OPS-CAPPilot Achievements (Specialty ratings).

## **8-0 Personal ES SQTR Quick Entry**

### **M.I.M.S. (FMS) ES SQTR Quick Entry (Restricted)**

This procedure is referring to the OPS-Emergency Services Specialties. It does not apply to the Specialties within the Cadet-Programs, OPS-Counterdrug and OPS-CAPPilot Functional Areas within the M.I.M.S (FMS) system. These can only be entered using the M.I.M.S. (FMS) General ES & Pilot Task Entry application.

### **8-1 Entry Of ES Specialty Data or ES Awards (CAPR 35-6)**

The “Personal ES SQTR Quick Entry” or the “M.I.M.S. (FMS) ES SQTR Quick Entry” applications may be used to enter any ES Qualifications or Tasks you have completed. (The restricted M.I.M.S. (FMS) ES SQTR Quick Entry application allows the user to access members data other the than his/her own.)

- a. Click **“e-Services”** button on the CAP Home page to get into the e-Services Home page. If you are not already logged into e-Services: The “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click **“Login”**. The “e-Services Home page” will appear.

**If you are a Unit Commander and/or have M.I.M.S. (FMS) under e-Services Restricted Applications:**

- c. Click on **“M.I.M.S. (FMS)”** under Restricted Applications.
- d. Click on **“ES SQRT Quick Entry”** The “Emergency Services Multi-Task Entry” page will appear.
- e. Enter the **“CAPID”** of the member you are working on or click on **“Lookup CAPID”** to locate the CAPID of the member. (See “Lookup CAPID” procedure (Para 10-0)).

**If you do not have restricted application capability:**

- f. Click on **“Personal ES SQTR Quick Entry”** under CAP Utilities. The “Emergency Services Multi-Task Entry” page will appear with your CAPID already entered.

**Select the Achievement you are working on.**

- g. Enter the **“Lookup CAPID”** Use the “Lookup CAPID (Para 10-0)” to find this.  
(If you are converting from WMU, either enter the Trainer’s ID or “WMU”).
- h. Enter the **“Mission Number”**, Either Training or SAR/DR Mission number.  
(If you are converting from WMU, enter your last mission number.)
- i. Enter the **“Date of Completion”**, the date the training took place.  
(If you are converting from WMU, enter the date of your last mission.)
- j. If you are using **“ES SQRT Quick Entry”**, Click on **“Insert”**.
- k. Select the **“Functional Area”** you are working in.
- l. Select the **“Achievement”** desired.
- m. Click on **“Display Tasks”**. The “Emergency Services Multi-Task Entry” page will be updated with a list of all of the tasks that must be completed for this achievement.

**To enter the date that each task was completed and the trainer’s CAPID,**

- n. Click on **“Check to save”** for each task that has been completed. This will cause the date, CAPID and mission number entered above, to be inserted for each task that you check.

## **8-2 Entry of all tasks at one time (i.e. Converting from WMU approved achievements)**

**If you have completed ALL tasks for the achievement.**

- o. Click on **“Select all”**. This will enter the Date, the CAPID of the trainer and the mission number in ALL Tasks in this achievement.

**If you have Multiple Dates.**

If a number of tasks were completed on some specific date, but others were completed on a different date, simply enter one date at the top of the page, click the **“Check to Save”** buttons for all that apply for that date. Then change the date at the top of the page and click the ones that apply on that date. If you have clicked the **“Select All”** button, then you will have to click each task off, then back on, to make the change.

**When all entries have been made**

- p. Click on **“Submit”**. A message **“Your tasks have been processed”** will appear.

If you want to verify that the above entries have been entered correctly, Click on:

**“View Member Report for Partial/Completed Achievements (PDF) (WORD) (EXCEL)”** (See Para 6-4). A report will appear showing all of your completed tasks. If all tasks have been completed and the Achievement is **“Pending Approval”**, it will not show any more in this list.

This completes the entry phase for any particular Achievement for this member.

When all tasks have been completed, the Achievement will show up on the list of achievements on the **“FMS Review Member”** page. The **“Status”** will show **“Pending [Level] Approval”** until all levels of approval have been completed.

The Achievement (Specialty) will remain **“Pending [Level] Approval”** on the **“FMS Review Member”** page (Under M.I.M.S. (FMS) Qual Cert) until the approving authority uses the **“M.I.M.S. Approval Module”** to approve these tasks. See **“M.I.M.S. Approval Module”** (Para 12-0).

All ES Achievements, except GES, require Unit, Group and Wing approval.

When all tasks for an Achievement have been completed, the Unit Commander, Vice Commander and/or the Unit ES Officer, will see an indication on the right side of their E-Services home page, saying **“Approvals Waiting nn”**. When they click on that, the **“M.I.M.S. Approval Module”** will appear, which allows them to approve the Achievements awaiting approval within their **“Scope”**, Unit, Group etc.

If only some of the tasks for any Achievement have been completed, the Achievement will not appear as **“Pending Approval”**

The procedure above applies to all ES Achievements (Specialty ratings).

## **9-0 Personal Multi-Pilot Entry**

### **M.I.M.S. (FMS) Multi-Pilot Entry (Restricted)**

#### **9-1 Entry Of FAA Pilot, CAP Pilot Data or CAP Awards (CAPR 35-6 and CAPR 60-1)**

The “Personal Multi-Pilot Entry” or the “M.I.M.S. (FMS) Multi-Pilot Entry” Applications may be used to enter any Pilot Qualifications or Tasks you have completed. (The restricted Multi-Pilot Entry application allows the user to access members data other than his/her own.)

- a. Click **“e-Services”** button on the CAP Home page to get into the e-Services Home page. If you are not already logged into e-Services: The “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click **“Login”**. The “e-Services Home page” will appear.

**If you are a Unit Commander and/or have M.I.M.S. (FMS) under e-Services Restricted Applications:**

- c. Click on **“M.I.M.S. (FMS)”** under Restricted Applications.
- d. Click on **“Multi-Pilot Entry”** The “Multi-Pilot Entry” page will appear. (This page has no title)
- e. Enter the **“CAPID”** of the member you are working on or click on **“Lookup CAPID”** to locate the CAPID of the member. (See “Lookup CAPID” procedure Para 10-0)).
- f. Click on **“Insert”**.

**If you do not have restricted application capability:**

- g. Click on **“Personal Multi-Pilot Entry”** under CAP Utilities. The “OPS-CAPPilot Multi Task Entry Form” page will appear with your CAPID already entered.

**Select the Achievement you are working on.**

- h. Select the **“Functional Area”** you are working on
- i. Select the **“Achievement”** desired
- j. Select the **“Step”** desired
- k. Select the **“Task”** completed (In some cases)
- l. Enter the **“Date of Completion”**, the date you acquired this qualification.
- m. Click on **“Submit”**. The “Multi-Task Entry Results for [CAPID]” page will be appear" showing tasks just entered.
- n. Enter Check Pilot's Name or CAPID (In some cases)
- o. Select A/C Type (In some cases)
- p. Click on **“Confirm Passing Tasks”**. A message “Your tasks have been processed” will appear.

Keep going back to the “Step” selection and complete all required Steps until the Achievement has been fully entered.

If you are converting from WMU, most of the dates required are listed on your “Pilot Information” page in WMU

If you want to verify that the above entries have been entered correctly, Click on:  
**“View Member Report for Partial/Completed Achievements (PDF) (WORD) (EXCEL) ”**  
(See Para 6-4). A report will appear showing all of your completed tasks.

This completes the entry phase for any of the OPS-CAPPilot Achievements for this member.

All tasks for OPS-CAPPilot ratings and requirements must be validated by an approving authority using the M.I.M.S. (FMS) “Validate Achievements or Tasks” module (see Para 11-0).

When all tasks have been completed and validated, the Achievement itself will show up on the list of items requiring Validation. This is validated in the same manner as the individual tasks within that Achievement.

The procedure above applies to all OPS-CAPPilot Achievements (Specialty ratings)..

It should be noted that there is no notification system to advise a Unit Commander or anyone else to validate these items. You will have to ask your Unit Commander or ES Officer to check and then validate these tasks or achievements.

#### **9-5 MIMS (FMS) Personal Currency** **MIMS (FMS) FMS Currency (Restricted)**

The “MIMS (FMS) Personal Currency” or the “MIMS (FMS) FMS Currency” applications are used to enter your FAA Currency information into MIMS. The information that can be entered, are the dates of your last three takeoffs and landings, Day Time and Night Time and your Instrument Currency information. This only has to be done about every 90 days for TO/L currency and about every six months for instrument currency, not for every flight.

#### **If you are a Unit Commander and/or have M.I.M.S. (FMS) under e-Services Restricted Applications:**

- a. Click on **“M.I.M.S. (FMS)”** under Restricted Applications.
- b. Click on **“FMS Currency”** The “FMS Currency” page will appear. (This page has no title)
- c. Enter the **“CAPID”** of the member you are working on. (No lookup is provided)
- d. Click on **“Run CAPID”**.

#### **If you do not have restricted application capability:**

e. Click on **“MIMS (FMS) Personal Currency”** under CAP Utilities. The “FMS Currency” page will appear for your CAPID.

#### **To enter your FAA Currency Takeoff and Landing data**

- f. Click of **“Takeoffs/Landings Entry”**
- g. Select the **Aircraft Class**, **“SEL”**, **“MEL”** **“SES”** or **“MES”**
- h. Select the **“Date”** of your last flight
- i. Click on the **“Number”** of Takeoffs and Landings
- j. Click on **Save**

Always enter the oldest dates first, as new entries override previous entries

To “View Entered Data”, select aircraft **“Class”**. A list of the entered dates will appear.

### To enter your FAA Instrument Currency data

- k. Click on **“Instrument Experience Entry”** at the top of the page.
- l. Select the **“Date”** of your last instrument practice or actual flight
- m. Click on the **“Number of Approaches”, “Holding Procedure” and “Interception and Tracking”**

OR

- n. Enter the **“Date”** of your Instrument Proficiency Check if any.
- o. Click on **“Save”**. The dates of your information will show in the “View Entered Data” window.

### To view your Currency Status

- p. Click on **“View Currency Report”** The Currency report will appear. This report shows the Expiration Dates of Takeoffs and Landings and Instrument Currency

## 10-0 Look up CAPID

### 10-1 Locate CAPID Of Another Member

In several Applications it is necessary to enter the CAPID of another member or a Trainer that is unknown to you. To locate the CAPID of another member, next to the box into which to enter the CAPID is to be entered, it will say “Look up CAPID”

- a. Click on **“Lookup CAPID”**. The “Interactive Personnel System Online Inquiry” page will appear.
- b. Enter the **“[Last name]”** of the person for which you want to locate the CAPID.
- c. Click **“Search”**. The CAPWATCH Online Inquiry” page will appear.
- d. Click on the blue **“CAPID”** of the person you desire.
- e. The CAPID just clicked will be inserted into the CAPID Box on the page you just came from and the system will return to that page.

If you know the Unit the member is located in, you can click on Region, Wing and Unit and all of the members of that Unit will be in the “CAPWATCH Online Inquiry” list.

### 10-2 Locate CAPID and Qualification information of a member anywhere in CAP

In some cases, you need to locate the CAPID of a member outside your own Unit.

- a. Click on **“Member Qual Info”** under CAP Utilities.
- b. Select Report, **“Mbr Qual Info Report”**.
- c. Enter the **“Last Name”** of the member desired.
- d. Click on **“Click on Search by Name”**. A list of possible members will appear. If there are too many members with the same last name, a message will appear suggesting that you narrow the search by including first name etc.
- e. The **CAPID** is shown in blue on the left side of the list.
- f. Click on the **“CAPID”** of the member desired.
- g. Click on **“View Report”** to see the qualifications of the member.

## **11-0 VALIDATE ACHIEVEMENTS OR TASKS PROCEDURES**

These Validation (Approval) procedures require that the person using them, have at least UNIT "Scope" and Data Entry "Process" for Validate Achievements or Tasks authorization by your WSA.

"Tasks" that have to be "Validated" are the tasks required to qualify for any of the OPS-CAPPilot, OPS-Counterdrug and Cadet-Programs achievements. All OPS-Emergency Services Achievements only require "Approval" after ALL of the tasks have been completed for that Achievement. The individual "ES Tasks" do not require validation. Approval of the "ES Achievement" itself is accomplished using the "**M.I.M.S. Approval Module**" (See Para 12-0).

### **11-1 Validate Achievements Or Tasks**

- a. Click "**e-Services**" button on the CAP Home page to get into the e-Services Home page. If you are not already logged into e-Services: The "Web User Entry Form" page will appear. Otherwise, the "e-Services Home page" will appear.
- b. Enter your **CAPID** and **Password** and click "**Login**". The "e-Services Home page" will appear.
- c. Click on "**M.I.M.S. (FMS)**" in the "Restricted Applications" menu. The M.I.M.S. (FMS) Home page will appear.
- d. Click on "**Validate Achievements or Tasks**". The FMS Validation Statement of Understanding" page will appear.
- e. Click "YES" if you agree. The "Validate Achievements or Tasks" page will appear.
- f. Select the "Scope" you want to work on, "Unit" of "Group", then select the "ORGID (Unit)" you want to work on.
- g. A list of all Tasks that are pending approval in the "Unit" or "Group" you selected will appear. This list may be several pages long, if accessed at the "Group" level.

If you are only interested in looking at certain categories of data, you may select from four methods of filtering the data

1. "**Functional Area**", to look at a limited amount of data, e.g.: Ops-CAPPilot Cadet-Programs, etc.
  2. "**CAPID**". To look at only one member's data
  3. "**Last Name**" To look at just one last name.
  4. "**Alphabet**" To look at, e.g. Only the "W's"  
An alphabetical index is shown on the screen. You can select all Achievements or Tasks in one alphabetical Group. This list is in order alphabetically by Unit Number
- h. Scroll through the list and find the Achievements or Tasks you want to either "**Approve**" or "**Reject**".
    - i. Click on the "**Approve**" or "**Reject**" button for each Task, etc
    - j. Enter **Comment** for any "Rejected" Achievement.
    - j. Click the "**Confirm**" button.

This completes the Validation for any of the Cadet-Programs, OPS-CAPPilot or OPS Counter-drug tasks.

Validation of all of the Tasks does not complete the approval of the Achievement (Specialty) itself. When all tasks have been completed and validated, the Achievement itself will show up on the list of items requiring Validation. This is validated in the same manner as the individual tasks within that Achievement.



## **12-0 M.I.M.S. Approval Module**

The “M.I.M.S. Approval Module” is used to accomplish the final approval of an Achievement for a member.

The only people that can access to the “M.I.M.S. Approval Module” are the Unit Commander, Vice Commander and ES Officer as defined by using the “Duty Assignment” application under e-Services. (See Para 12-2) This is the application that is used to define the Personal Authorization for the Unit.

Access to this Module only comes from the Entry button (“Approvals Waiting (nn)”) on the Commander’s, Vice Commander’s or ES Officer’s e-Services Home page above the Restricted Applications list.

Other members can be assigned as “Assistants” to these positions, using the “Duty Assignment” application on the e-Services Home page. They would then be able to make these approvals.

### **12-1 Approval Of Achievements**

- a. Click on **“Approvals Waiting (nn)”**  
The “M.I.M.S. Approval Module” page will appear. Depending on your “Scope”, a list of pending Achievements will be listed in order by all of the various Achievements. e.g. all GES, all Mission Scanner, all SAR/DR Pilot, etc .

Each Achievement shows the CAPID, Member name and Unit, approval level required and a “View detail” button in addition to the Approval and Disapproval buttons.

- b. Click on **“Approve”** or **“Disapprove”** for an Achievement. If you disapprove, you must include a **comment** in the comment field, to explain why you disapproved the Achievement.

If you want to see the details of the tasks for a given Achievement, click on **“View Detail”** to see all of the tasks and completion dates for these tasks.

- c. After all desired Achievements have been approved or disapproved, click on **“Submit”**. All Achievements do not have to be approved at the same time.

A message “Are you sure you want to approve these Achievements / Tasks?” will appear.

- d. Click on **“OK”** or **“Cancel”**

The “M.I.M.S. Approval Module” page will reappear without the Achievements just approved.

Once an Achievement has been approved, if the member looks at the “FMS Review Member” page, (Under M.I.M.S. (FMS) Qual/Cert), the Achievement will now show as “Active”.

If a higher level of approval is still required, that achievement will still show a Status of “Pending [Level] Approval. (“Level” can be Unit, Group or Wing.)

## **12-2 Duty Assignment**

The “Duty Assignment” application is used to assign members to the various positions with the Unit Organization. It is the application that creates the “Personal Authorization” in M.I.M.S. for the Unit.

By definition, the **Unit Commander** is already assigned to that position. Two other positions that should be defined as soon as possible are **Deputy Commander** and **ES Officer**, as these two positions need to be defined in order for the “Approval Module” (Para 12-1) to function as designed.

- a. **Click “e-Services”** button on the CAP Home page to get into the e-Services Home page. If you are not already logged into e-Services: The “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click **“Login”**. The “e-Services Home page” will appear.

**If you are a Unit Commander and/or have “Duty Assignment” under e-Services Restricted Applications:**

- c. Click on **“Duty Assignment”** under Restricted Applications. The “Duty Assignment Maintenance” page will appear.
- d. Click on **“Duty Assignment”** at the top of the page.
- e. Enter **“CAPID”** or **“Last Name”**.
- f. Click on **“Search By Name”**.  
If more than one name appears, click on the desired **Blue CAPID**.  
The **“Current Duty Positions”** list will appear.
- g. Select **“Unit”** desired.
- h. Select **“Functional Area”**.
- i. Select **“Duty Position”**.
- j. Click Assistant **“Yes”** or **“No”**.
- k. Click **“Assign”** The Current Duty Assignment list will be updated.

To delete a position:

- l. Click **“Delete”** for that position. That position will be removed from the list.

## **12-5 Achievement Entry / Renewal Entry**

The “ES Single/Multi-Person Specialty Entry” applications are Restricted.. They are not intended to replace any of the normal data entry applications within the M.I.M.S. system. These applications can be used to enter any achievement into M.I.M.S. without having to enter all of the required Tasks. The achievements entered with these applications, go through the same approval process as achievements entered via the task entry procedures. They **SHOULD NOT** be used to enter NEW Achievements into M.I.M.S.

Normal conversion from WMU should be done using the ES SQTR Quick Entry application as described in Section 8 of this document, which requires the normal approval process. Transfer of all Standard WMU Specialties to M.I.M.S can also be accomplished by using the “WMU to M.I.M.S. conversion procedure” described in Attachment 3 of this document. This procedure only requires Unit Level Approval in WMU and none in MIMS.

### **Renewal of a Achievement (Specialty)**

The ES Single-Person Achievement Entry application can be used to enter the Renewal Date for any Achievement for any member within your Scope. The member should present a completed copy of the SQTR for the Specialty involved, showing that he/she has reviewed all of the required tasks for the Achievement and has been signed off by a SET qualified Standard in that specialty. In the case of Mission Pilots, the signed off CAP Form 91 is all that is required.

## **12-6 Enter an Achievement or Edit an Achievement for renewal.**

From the e-Services home page Restricted Applications

- a. Click on **“M.I.M.S. (FMS)”**.
- b. Click on **“ES Single-Person Specialty Entry”**
- c. Click on **“Yes”** if you agree with the terms of the “M.I.M.S. Statement of Understanding”. The “Achievement Entry” member selection page will appear. The Achievement Entry page will appear. (This page has no title)
- d. Click on **“Look Up CAPID”**. The “Interactive Personnel System Online Inquiry” page will appear.
- e. Enter the **Last Name** of the member desired and click on **“Search”**
- f. Click on the **CAPID (Blue)** of the member desired from the list of members shown. The system will return to the “Achievement Entry” page with the selected CAPID in the appropriate box.
- g. Click on **“Insert”**. The Achievement Entry page will refresh, now showing all of the possible achievements that can be entered or updated with this application.
- h. Click on **“Edit”** for the Achievement desired
- i. Select the **“Current Status”** Training or **Active**
- j. Enter the **“Status Date”** The **date** of the last recurrency mission
- k. Select the **“Source”** Paperwork or **Renewal**
- l. Click on **“Update”**. It will not show the updated information until it has been approved.
- m. The achievement will now require Unit Level approval by the Unit CC.

Once approved, the date entered will now be shown on the “Review Member “ page in the General ES & Pilot Task Data Entry application, with the new expiration date.

## **12-7 Delete an Achievement**

- a.. Click on **“Delete”** for the Achievement desired.
- b. Click on **“OK”**. The page will refresh with the deleted Achievement removed.

To return to the e-Services home page, click on **e-Services** at the top of the page.

### **13-0 CAP Pictures for CAPF 101 cards**

M.I.M.S. (FMS) has the capability to include a copy of your digital picture on your CAPF 101 Card. You, as a member, can send your picture to National, to be included on your CAPF 101 card. It must be validated by your Unit Commander before it is used.

### **13-1 Upload CAP Picture Or Image Upload For Commanders (Restricted)**

- a. Click **“e-Services”** button on the CAP Home page to get into the e-Services Home page. If you are not already logged into e-Services: The “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click **“Login”**. The “e-Services Home page” will appear.
- c. Click on **“Personal CAPF 101”**. The CAPF 101 page will appear. At the bottom of the heading section
- d. Click on **“Upload CAP Picture”**. The “Civil Air Patrol Image Upload” page will appear. Use the “Browse” button to locate the picture desired
- e. Click on **“Upload CAP Picture”**. The digital photograph will be uploaded to the M.I.M.S. database.

If you have **“Image Upload of Commanders”** under Restricted Applications

- f. Click on **“Image Upload for Commanders”** button. . The “CAP Image Upload for Commanders” page will appear.
- d. Enter the **CAPID** desired or use the Look Up CAPID button to locate it.
- e. Use the “Browse” button to locate the picture desired.
- f. Click **“Press to upload CAP Picture”** Your digital photograph will be uploaded to the M.I.M.S. database.

### **13-2 Validate Cap Pictures**

Before a picture can be used on a CAPF 101 card, it must be validated by the Unit Commander

- a. Click **“e-Services”** button on the CAP Home page to get into the e-Services Home page. If you are not already logged into e-Services: The “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click **“Login”**. The “e-Services Home page” will appear.
- c. Click on **“Validate CAP Picture”** under Restricted Applications. The “CAP Picture Validation” page will appear.

There are four options. “Approve”, “Inappropriate”, “Does not Match Name” and “Unacceptable.

- d. After examining the photograph, Click the **appropriate button** to validate or reject the picture.
- e. Click “Submit”
- f. You can also click **“Validate All Pictures for [Unit]”** and all pictures for that Unit will be validated at once.

### **13-3 Print CAPF 101 Card**

#### **Print a CAPF 101 Card**

- a. Click **“e-Services”** button on the CAP Home page to get into the e-Services Home page. If you are not already logged into e-Services: The “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click **“Login”**. The “e-Services Home page” will appear.
- c. Click on **“Personal CAPF 101 Card”** under CAP Utilities on the left side of the screen or **“M.I.M.S. (FMS)”**, then **“CAPF101 by CAPID”** under Restricted Applications. The CAPF 101 for [Member name] will appear.
- e. If you are using the Restricted Application, enter the **CAPID** desired and click **“Retrieve 101 Card”**. If you don’t know the CAPID, click on “Look up CAPID” to retrieve the CAPID desired. (See para 10-0)
- f. If you are using the Personal CAPF 101, enter your **Height, Weight, Eye Color and Hair color** if any of these items have changed and click on **“Update 101 Card”**. The CAPF 101 card will be updated with the entered items.
- g. To print CAPF 101 card, **right click** anywhere on the page. Click **“Print”**.

## **14-0 MISCELLANEOUS PROCEDURES**

### **14-1 CHECK STATUS OF ES SPECIALTY (SQTR) OR Print A SQTR Card.**

- a. Click **“e-Services”** button on the CAP Home page to get into the e-Services Home page. If you are not already logged into e-Services: The “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click **“Login”**. The “e-Services Home page” will appear.

There are two ways to get to the following procedure: “M.I.M.S. (FMS), SQTR by CAPID” in your restricted applications or “Personal SQTR” under CAP Utilities.

- c. Click on **“M.I.M.S. (FMS)”** in the “Restricted Applications” menu.
- d. Click on **“SQTR by CAPID”** The “SQTR Worksheet” page will appear.
- e. Enter the CAPID desired in the CAPID box and click “Submit”. The “SQTR Worksheet” page will appear again. If you don’t know the CAPID, click on “Look up CAPID” to retrieve the CAPID desired. (See para 10-0)

If you do not have “SQTR by CAPID” restricted applications authority:

- e. Click on **“Personal SQTR”** under CAP Utilities on the left of the screen. The “SQTR Worksheet” page will appear.
- f. Using the pulldown list, select the Specialty desired. The selected SQTR for the selected specialty will appear.
- g. This page may be printed by right clicking anywhere on the page and clicking “Print”

### **14-2 Member CAPID Locator**

There are two ways to use “Interactive Personnel Services” to find a member’s CAPID. This can be accessed from the e-Services Home page (below) or from the Qualification/Certification System Member selection page.

- a. Click **“e-Services”** button on the CAP National Home page to get into the e-Services Home page. If you are not already logged into e-Services: The “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click **“Login”**. The “e-Services Home page” will appear.
- c. Click on **Interactive Personnel System** under CAP Utilities or **Restricted Applications**. The “Interactive Personnel System Online Inquiry” page will appear.
- d. Enter the **Last name** and/or **First name or initial** and click **Submit**. The “CAPWATCH Online Inquiry” page will appear showing all members who match the selection criteria. If you only enter the first part of any name such as “Jo” it will result in all names starting with “Jo” being shown.

## **15-0 FMS REPORTS**

### **FMS Reports**

- a. Click **“e-Services”** button on the CAPNHQ Home page to get into the e-Services Home page. If you are not already logged into e-Services: The “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click **“Login”**. The “e-Services Home page” will appear.
- c. Click on **“M.I.M.S. (FMS)”** in the “Restricted Applications” menu. The M.I.M.S. (FMS) Home page will appear.
- d. Click on **FMS Reports**. The FMS Report selection screen will appear.

### **15-1 All Qualifications / Achievements With Data Report**

- a. Select **“All Qual/Achv with data”**
- b. Select **“Unit”**
- c. Select download format. **PDF**, WORD or EXCEL. (PDF is the default)
- d. Click on **“View Report”**. The Achievement Listing page will appear.  
This report shows all members in the Unit, who have completed any part of any Specialty.
- e. Click on **“FMS Reports”** to return to the FMS Report Selection Screen

### **15-2 Specific Qualifications And Achievements Report**

- a. Select **“Specific Qual/Achv”**
- b. Select **“Unit”**
- c. Select **“Functional Area”**
- d. Select **“Achievement”**
- e. Select download format. **PDF**, WORD or EXCEL. (PDF is the default)
- f. Click on **“View Report”**. The Specialty Listing page will appear. This report shows all members of the Unit selected, who have the selected specialty
- g. Click on **“FMS Reports”** to return to the FMS Report Selection Screen

### **15-3 Member Qualifications / Achievements Report**

- a. Select **“Member Qual/Achv”**
- b. Select **“Member”** CAPID of the member desired or Enter **“Name”** and Click to search by Name.
- c. Select download format. **PDF**, WORD or EXCEL. (PDF is the default)
- d. Click on **“View Report”**. The Member Accomplishments page will appear. This report shows a list of all tasks completed for all specialties that have been completed for the member.
- e. Click on **“FMS Report”** to return to the FMS Report Selection screen

### **15-4 Achievement Outline Report**

- a. Select **“Achievement Outline”**
- b. Select **“Functional Area”**
- c. Select **“Achievement”**
- d. Select download format. **PDF**, WORD or EXCEL. (PDF is the default)
- e. Click on **“View Report”**. A list of the tasks required for this achievement will appear
- f. Click on **“FMS Report”** to return to the FMS Report Selection screen

### **15-5 Expiring Tasks by Unit**

- a. Select "**Expiring Tasks by Unit**"
- b. Select "**Unit**"
- c. Select download format. **PDF**, WORD or EXCEL. (PDF is the default)
- d. Click on "**View Report**". This report shows all tasks that are expiring for all members of the Unit in 30, 60 and 90 days
- e. Click on "**FMS Report**" to return to the FMS Report Selection screen

### **15-6 Tasks Remaining**

- a. Select "**Tasks Remaining**"
- b. Select "**Member**" CAPID of the member desired or Enter "**Name**" and Click to search by name.
- c. Select "**Functional Area**"
- d. Select "**Achievement**"
- e. Select download format. **PDF**, WORD or EXCEL. (PDF is the default)
- f. Click on "**View Report**". This report shows the outstanding tasks remaining for this achievement
- g. Click on "**FMS Report**" to return to the FMS Report Selection screen

### **15-7 FRO Support Report**

- a. Select "**FRO Support Report**"
- b. Select "**Unit**" Or Select "**PRC-CA 001**" for all Wing members
- c. Select download format. **PDF**, WORD or EXCEL. (PDF is the default)
- d. Click on "**View Report**". This report shows all members in the Unit, who are presently Qualified as a CAP Airplane/Glider Pilot
- e. Click on "**FMS Reports**" to return to the FMS Report Selection Screen

### **15-9 Member Qual Reports**

- a. Select "**Member Qual Reports**" from CAP Utilities list
- b. Select report desired from drop down list  
"**Mbr Qual Info Report**" for a Member  
Enter **CAPID or Name** and click on "**Click to Search By Name**"

**OR**

- \_\_\_\_ "**FRO Support Report**" for a Unit
- \_\_\_\_ "**Cadet Orientation Pilot Report**" For a Unit
- \_\_\_\_ "**SAR/DR Mission Pilot Report**" For a Unit
- \_\_\_\_ "**Mission Observer Report**" For a Unit
- \_\_\_\_ "**AFROTC Orientation Pilot Report**" For a Unit
- \_\_\_\_ "**CAP Instructor Pilot Report**" For a Unit
- \_\_\_\_ "**CAP Check Pilot Report**" For a Unit
- c. Scroll down to the **Unit desired** and Select the Unit desired
- d. Click on "**View Report**" The desired report will be displayed.

Other reports will be added as the need arises.



## **16-0 WSA Applications**

### **16-1 WSA Restricted Applications**

There are several restricted applications that may be assigned access for each WSA or member.

- |   |  |
|---|--|
| a. CAP Image Upload for Commanders                  | Transmit pictures to M.I.M.S.  |
| b. CAPWATCH Download.                               | Download the National Database   |
| c. Duty Assignment                                  | Assign Duty positions for your Unit i.e.A PA   |
| d. Interactive Personnel system                     | Look at Personnel information  |
| e. M.I.M.S (FMS) Applications.                      | These are divided into nine modules  |
| 1. CAPF101 by CAPID                                 | Print a CAPF 101 ES card   |
| 2. SQTR by CAPID                                    | Print a SQTR card (CAPF 101T)  |
| 3. FMS Currency                                     | Member pilot currency data   |
| 4. FMS Reports                                      | Numerous reports.  |
| 5. ES SQTR Quick Entry                              | Entry of information about completion of Qualifications or Tasks required in CAPR 60-4. i.e. CAPF 101T xxx data. |
| 6. Multi-Pilot Entry                                | Entry of information about completion of Pilot ratings etc.  |
| 7. General ES & Pilot Task Data Entry               | Enter information about completion of Qualifications or Tasks required in CAPR 60-4. i.e. CAPF 101T xxx data.    |
| 8. ES Single-Person Specialty Entry                 | Enter or delete Achievements or enter a Specialty Renewal date for a member.                                     |
| 9. ES Multi-Person Specialty Entry                  | Enter or delete Achievements or enter a Specialty Renewal date for multiple members.                             |
| 10. Validate of Achievements or Tasks               | Verification of an Achievement or Task by the approving authority, initially the Unit Commander.                 |
| f. Organizational Contacts                          | Access to information about Units  |
| g. <a href="#"><u>CAP Personnel Information</u></a> | Change personnel Information.  |
| h. Validate CAP Picture                             | Verify that pictures are valid   |
| i. Vehicles (Form 73)                               | Transmit vehicle to National   |
| j. WSA Admin  | Assign access to e-Services applications.  |

## 16-2 Recommended Applications For A Group/Unit Commander (WSA)

	Application	Module	Process	Functional Area	Scope *
a.	CAPWATCH Download		Read Only		Group/Unit
b.	Duty Assignment		Data Entry	Personnel	Group/Unit
c.	Image Upload for Commanders		Data Entry	Personnel	Group/Unit
d.	Interactive Personnel System		Read Only	Personnel	Wing
e.	M.I.M.S. (FMS)	CAPF101 by CAPID	Read Only	OPS-Emergency Services	Group/Unit
f.	M.I.M.S. (FMS)	SQTR by CAPID	Read Only	OPS-Emergency Services	Group/Unit
g.	M.I.M.S. (FMS)	FMS Currency	Data Entry	OPS-CAPPilot	Group/Unit
h.	M.I.M.S. (FMS)	FMS Reports	Read Only	Cadet Programs	Group/Unit
i.	M.I.M.S. (FMS)	FMS Reports	Read Only	OPS-CAPPilot	Group/Unit
j.	M.I.M.S. (FMS)	FMS Reports	Read Only	OPS-Emergency Services	Group/Unit
k.	M.I.M.S. (FMS)	ES SQTR Quick Entry	Data Entry	OPS-Emergency Services	Group/Unit
l.	M.I.M.S. (FMS)	Multi-Pilot Entry	Data Entry	OPS-CAPPilot	Group/Unit
m.	M.I.M.S. (FMS)	GES & Pilot Task Entry	Data Entry	Cadet Programs	Group/Unit
n.	M.I.M.S. (FMS)	GES & Pilot Task Entry	Data Entry	OPS-CAPPilot	Group/Unit
o.	M.I.M.S. (FMS)	GES & Pilot Task Entry	Data Entry	OPS-Emergency Services	Group/Unit
p.	M.I.M.S. (FMS)	Validate A/T	Data Entry	Cadet Programs	Group/Unit
q.	M.I.M.S. (FMS)	Validate A/T	Data Entry	OPS-CAPPilot	Group/Unit
r.	M.I.M.S. (FMS)	Validate A/T	Data Entry	OPS-Emergency Services	Group/Unit
s.	M.I.M.S. (FMS)	ES Single-Person Specialty Entry	Data Entry	OPS-Emergency Services	Group/Unit
t.	M.I.M.S. (FMS)	ES Multi-Person Specialty Entry	Data Entry	OPS-Emergency Services	Group/Unit
u.	<u>CAP Personnel Information</u>		Data Entry	Personnel	Group/Unit
v.	Validate CAP Picture		Data Entry	Personnel	Group/Unit
w.	WSA Admin		Data Entry	Mission Support	Group/Unit

(A/T = Achievements or Tasks)

Note: The **Organization** for each of the above Applications, would usually be the Member's assigned Unit

\* Assign either Group or Unit Scope, depending on level of Command.

These applications allow each Commander (WSA) to look at or change, the data for all members in his Unit and use the various applications to enter Achievements or Tasks completed and other data for himself or any member of his organization. These are the *TASKS* that are required by CAPR 60-4 Volume II, CAPF 101T's, to qualify for Emergency Services Specialties.

## 16-3 Default "Cap Utilities" Applications For All Members

	Application	Module	Process	Functional Area	Scope
a.	CAPWATCH Download		Read Only	General	Unit
b.	<u>ES Single-Person Specialty Entry</u>		<u>Data Entry</u>	<u>OPS-Emergency Services</u>	<u>Member</u>
c.	Interactive Personnel System		Read Only	Personnel	Unit
d.	M.I.M.S.(FMS) Personal Currency		Data Entry	OPS-CAPPilot	Member
e.	<u>Member Qual Info</u>		<u>Read Only</u>	<u>OPS-ES and CAPPilot</u>	<u>National</u>
f.	<u>Personal CAPF 101</u>		<u>Read Only</u>	<u>All</u>	<u>Member</u>
g.	Personal ES & Pilot Task Data Entry		Data Entry	Cadet Programs	Member
h.	Personal ES & Pilot Task Data Entry		Data Entry	OPS-CAPPilot	Member
i.	Personal ES & Pilot Task Data Entry		Data Entry	OPS-Emergency Services	Member
j.	<u>Personal ES SQTR Quick Entry</u>		<u>Data Entry</u>	<u>OPS-Emergency Services</u>	<u>Member</u>
k.	<u>Personal Multi-Pilot Entry</u>		<u>Data Entry</u>	<u>OPS-CAPPilot</u>	<u>Member</u>
l.	Upload CAP Picture(within CAPF101)		Data Entry	Personnel	Member

These applications allow each member to look at his/her own data and use the "Qual/Cert" and other applications to enter Achievements or Tasks completed for him/herself.

These are the *TASKS* that are required by CAPR 60-4 Volume II, CAPF 101T's, to qualify for any Emergency Services Specialty.

In the future, there may be additional applications added that are not listed in this document.

**Each Unit Commander has the option of delegating any of the M.I.M.S. (FMS) applications authority to any member of his/her Unit up to the "Scope" level that he/she holds.**

#### **16-4 Possible Additional Restricted Applications For A Member**

Each Unit Commander has the option of delegating any of the M.I.M.S.(FMS) applications authority to any member of his/her Unit up to the "Scope" level that he/she holds.

	<b>Application</b>	<b>Module</b>	<b>Process</b>	<b>Functional Area</b>	<b>Scope</b>
a.	Interactive Personnel System		Read Only	Personnel	Group
b.	M.I.M.S (FMS)	FMS Currency	Data Entry	OPS-CAPPilot	Unit
c.	M.I.M.S (FMS)	FMS Reports	Read Only	Cadet Programs	Unit
d.	M.I.M.S (FMS)	FMS Reports	Read Only	OPS-CAPPilot	Unit
e.	M.I.M.S (FMS)	FMS Reports	Read Only	OPS-Emergency Services	Unit
f.	M.I.M.S (FMS)	ES SQTR Quick Entry	Data Entry	OPS-Emergency Services	Unit
g.	M.I.M.S (FMS)	Multi-Pilot Entry	Data Entry	OPS-CAPPilot	Unit
h.	M.I.M.S (FMS)	GES & Pilot Task Entry	Data Entry	Cadet Programs	Unit
i.	M.I.M.S (FMS)	GES & Pilot Task Entry	Data Entry	OPS-CAPPilot	Unit
j.	M.I.M.S (FMS)	GES & Pilot Task Entry	Data Entry	OPS-Emergency Services	Unit
k.	M.I.M.S (FMS)	Validate A/T	Read Only	Cadet Programs	Unit
l.	M.I.M.S (FMS)	Validate A/T	Read Only	OPS-CAPPilot	Unit
m.	M.I.M.S (FMS)	Validate A/T	Read Only	OPS-Emergency Services	Unit
n.	<u>CAP Personnel Information</u>	_____	Data Entry	Personnel	Unit

(A/T = Achievements or Tasks)

*Note: The **Organization** for each of the above Applications, would usually be the Member's assigned Unit.*

Only assign these capabilities for a member who has a "NEED" for such authority.

Other applications are occasionally added to MIMS and may not be referenced in this document.

These applications allow each member to look at data and use these applications to enter Achievements or Tasks completed for himself and any other member of his/her Unit. These are the *TASKS* that are required by CAPR 60-4 Volume II, CAPF 101T's, to qualify for any Emergency Services Specialty

The "Validate Achievements or Tasks" procedures with Data Entry capability at the Unit or higher level, allow for the Approval of Achievements or Tasks.

The assignment of these WSA permissions should be used with great discretion. Also, any time a member transfers from the Unit, these restricted applications should be removed.

## Attachment 1

### CAPT 116 and ICS 100 tests

To access the CAPT 116 and ICS 100 study guide and online test:

Get on the Internet

Go to <[www.cap.gov](http://www.cap.gov)> National Web site (Save this in your favorites)

Point to "Members"

Click on "e-Services"

Enter your "Username" or CAPID

Enter your Password.

Click on "Log On"

The E-Services home page will appear.

If you are a first time user, click on "Click here". Follow the instructions given to get your E-Services password. Make note of this password, as you will have to use it every time you log on to E-Services. You may change this random password to anything you like next time you log on to E-Services

Click on "CAP Online Exams"

Click on "Emergency Services Online Examinations"

The "Operations Directorate Online Quiz System" selection page will appear.

Under "Before taking the GES test" click "here" to view the slides"

The CAPT 116 / ICS 100 slide presentation will appear.

View the course.

When you are ready to take the test:

Go to <[www.cap.gov](http://www.cap.gov)> National Web site

Point to "Members"

Click on "E-Services"

Enter your "Username" or CAPID

Enter your Password.

Click on "Log On"

The E-Services home page will appear.

Click on "CAP Online Exams"

Click on "Emergency Services Online Examinations"

The "Operations Directorate Online Quiz System" selection page will appear.

Select the "Complete CAPT 116 (50 questions)" test

Enter your CAPID and click "Next"

Take the test

When finished, click "OK, Grade the Test!"

Go back to the "Operations Directorate Online Quiz System"

Click "Here" to Print out your certificate.

File your Certificate in a safe place and make copy for your CAPF 201 file and a copy for you personal CAPF 201 file

The date and certificate number of this test (CAPT 116 and ICS 100) is automatically entered into WMU and M.I.M.S. on the "GES - General Emergency Services Specialties" page.

Once this data is entered into M.I.M.S., you can request an Initial CAPF 101 "GES card"

## Attachment 2

### CAPT 117 Continuing Education tests

To access the CAPT 117 tests:

Get on the Internet

Go to <[www.cap.gov](http://www.cap.gov)> National Web site (Save this in your favorites)

Point to "Members"

Click on "E-Services"

Enter your "Username" or CAPID

Enter your Password.

Click on "Log On"

The E-Services home page will appear.

If you are a first time user, click on "Click here". Follow the instructions given to get your E-Services password. Make note of this password, as you will have to use it every time you log on to E-Services. You may change this random password to anything you like next time you log on to E-Services

Click on "CAP Online Exams"

Click on "Emergency Services Online Examinations"

The "Operations Directorate Online Quiz System" selection page will appear.

Select one of the following three tests: (All ES Personnel must take Part 1, as that includes GES. The other two are optional depending on your Specialties)

"CAPT 117 ES Continuing Education Part 1", GES, GTL, GTM, UDF Specialties

"CAPT 117 ES Continuing Education Part 2", MP, TMP, MO, MS, FLS, FLM

"CAPT 117 ES Continuing Education Part 3", All Base Staff Specialties

Enter your CAPID and click "Next"

Each of these tests is preceded with a tutorial, which is to be studied prior to answering the questions at the bottom of the test.

Take the test

When finished, click "OK, Grade the Test!"

Go back to the "Operations Directorate Online Quiz System"

Click "Here" to Print out your certificate.

File your Certificate in a safe place and make copy for your CAPF 201 file and a copy for you personal CAPF 201 file

The date and [certificate number] of this test (CAPT 117) is automatically entered into WMU and M.I.M.S. on each the Specialty to which it applies.

## Attachment 3

### Conversion of Standard WMU Specialties to M.I.M.S. Achievements.

The conversion of all of your Standard WMU Specialties to M.I.M.S. Achievements, can be done by simply requesting a WMU RENEWAL CAPF 101 ES Card. This can be done by using the "CAPF 100" renewal procedure in WMU.

Prior to doing this conversion, complete both the current CAPT 116 and CAPT 117 tests. See Attachments 1 and 2 of this tutorial.

Conversion of Partially completed Specialties from WMU to M.I.M.S. must be done using either the Personal General ES & Pilot Task Data Entry or ES SQTR Quick Entry procedures in M.I.M.S. (See Section 6 and 8 of this tutorial)

#### Get on the Internet

- Go to <[wmu.nat.cap.gov](http://wmu.nat.cap.gov)> National Web site
- Click on "Web WMU"
- Click on "Member" or "Unit Commander" button
- Enter your [CAPID]
- Enter your [Password].
- Click on "Submit"
- Click on "CAPF 100"
- Click on "Renewal"
- Click on "View CAPF 100"
- Click on "Submit" (Bottom of page)

Note the record number at the bottom of the CAPF 100 page after it refreshes. This CAPF 100 must be approved by your Unit Commander. (Three ES Specialties require higher level of approvals of renewals, IC, AL and GTL). Once it is approved, all of your WMU Achievements will be automatically transferred to M.I.M.S.

To verify the transfer, use either the M.I.M.S. (FMS) Qual/Cert under CAP Utilities or M.I.M.S. (FMS), then GES & Pilot Task Entry Data Entry under Restricted Applications. All of your Standard Specialties should be listed on the FMS Review Member page showing the same dates as the ES Specialties page in WMU.

Note: There will be no detail of the individual tasks for each of these specialties transferred to M.I.M.S. Only the Achievement itself is transferred.

*If you want all of the tasks of a specialty transferred to M.I.M.S. for future reference, use the M.I.M.S. (FMS) ES SQTR Quick Entry procedures described in Section 8 of this tutorial instead of the procedure described above.*

## Attachment 4

### **Procedure to enter CAP Airplane Pilot and/or Cadet Orientation Pilot information into MIMS. This procedure will also work to enter ES Achievement Tasks**

**From the e-Services home page:**

- a. Click on either **Personal ES & Pilot Task Entry** or the restricted **MIMS (FMS) / General ES & Pilot Task Data Entry** application.

If using the **restricted** application, use the **Interactive Personnel System** to locate the CAPID of the member.

- b. Enter the **Last Name** of the member.
- c. Click **Search**.
- d. Click on the blue **CAPID**, which will transfer the CAPID back to the ES & Pilot Task entry application.
- e. Click on **Submit**. The Review Member page will appear.

There are 2 possible entry points to the data entry part of the system.

If the Achievement is on the Review Member page already:

- f. Click on that **Achievement**.

If it is NOT there yet, under “**Select below to view partial Qual/Achv**”:

- g. Select Functional Area **OPS-CAPPilot**.
- h. Select Achievement **CAP Airplane Pilot** or **Cadet Orientation Pilot Airplane**.
- i. Click **Submit**. (Cadet Orientation Pilot requires that CAP Airplane Pilot be completed first)

The Qual/Achv list of all tasks for that particular achievement will appear. Scroll through these tasks and check each one for the correct **current date** of completion. If you need to enter or change any of these task dates:

- j. Click on that **Task Name** and the data entry part of the General ES & Pilot Task entry application will appear.
- k. Enter the **Date** and any other information required, such as **Aircraft type** for Form 5's and **CAPID** of the check pilot where required.
- l. Click **Save**.

When saved, click the “**BACK**” button or “**Back to Review Member**” to take you back to the task list that you came from. (Note: If you use the “BACK” button, the information you just entered will not show, as it just returns you to the previous page displayed. If you use the “**Back to Review Member**” you may have to repeat Steps “g” – “i” again. Do this for each task that requires a date.

**For Cadet Programs, OPS-CAPPilot and OPS-Counterdrug Achievements**, when all tasks have been entered, all of these tasks will show up on the **Unit CC's** list of tasks requiring validation under **MIMS (FMS) / Validate Achievements or Tasks** application. When the Unit CC or his designee validates these tasks for the Achievement, the Achievement itself will show as requiring validation. When the Achievement itself has been Validated, the Achievement will show on the member's Review Member page as Active, with an expiration date. No further approval is required.

**For OPS-Emergency Services Achievements**, when all tasks have been entered, the Achievement will show on the Unit CC's list of Achievements requiring Approval. This shows up on the Unit CC's e-Services home page, right above his list of restricted applications as "Approvals Waiting (nn)" in red. When the Approval has been done at Unit, Group and Wing level, the Achievement will show on the member's Review Member page as Active, with an expiration date. It will show "Pending xxxx Approval" until Wing finally approves it.



## **Attachment 5**

### **MIMS Initial Achievement Training and Achievement Re-Evaluation Procedure**

There are two training situations that occur during Training or Actual Missions for members:

- a. Members who are just going through the process of getting a new achievement completed.
- b. Members who need to renew their existing achievements.

#### **Members working on an Initial Achievement**

Members working on an initial achievement should have with them, a copy of their partially completed SQTR for the achievement they are working on. Mission Scanner as an example. This is no different than the old procedure used with WMU.

Most of the Training Tasks on the SQTR must have been already been signed off by a trainer.

If during the SAREX or Mission, they fly a sortie, the MP can sign off their SQTR as a "Mission Scanner Trainee Exercise # 1 or #2" and later, they (the member) can enter that information into MIMS.

When all of the achievement tasks are complete, it will show up waiting for Unit Approval by their Unit CC or ES Officer. It then goes up the approval line through Group and Wing as an Initial Achievement. When it has been approved by Wing, it will show on the member's Review Member Page as an Active Achievement.

#### **Members who need Achievement Re-qualification.**

For members who need re-qualification, a person needs to be "Re-Evaluated", IAW CAPR 60-3 Para 2-4

If a member is going to participate in a Training Exercise or Mission to get an Achievement (Specialty) re-evaluated, i.e. "renewed", they should print out a copy of the MIMS SQTR for that specialty. Use Mission Scanner (MS) as an example.

They then should get together with a MS Standard, who has SET qualifications and go over all the tasks in the SQTR. In many cases, the Standard can sign off many of the tasks in the SQTR by simply discussing them with the member. e.g. Do you know how to do this or that?

There are some tasks that should be demonstrated during the Sortie, in the aircraft. The MP would be the person to sign off those tasks, as he is the "Standard MS" in this case.

Once that is done, the Mission is signed off by the Mission Pilot (MP/MS) on the SQTR, as the "Mission Scanner Trainee Exercise". The member should then contact his/her Unit Commander and the Unit Commander can use the restricted application, MIMS (FMS) / "ES Single-Person Specialty Entry (Achievement Level)" to enter a new renewal date for the member. This entry then requires Unit Level approval only. (The "ES Multi-Person Specialty Entry (Achievement Level)" restricted application may also be used to make these entries in MIMS.)

The result of this will be a new Expiration Date for this MS Achievement. (Specialty).

The member should file the completed SQTR in his 201 file for future reference.

## Attachment 6

### Entering CAP Pilot Information into MIMS

There have been a number of instances where members have had a problem entering their Pilot information into MIMS and then getting listed on the FRO Support Report as a CAP Pilot.

Most of the problem is that they have left something out.

CAPR 60-1 Para 3-5 describes what has to be done for a Form 5, but it does not explain it in MIMS Terms. The list of qualifications required is shown in the "Personal Multi-Pilot Entry" application as Step 2. It lists nine items that are required to be a CAP Airplane Pilot.

These are FAA Pilot Certificate, CAPF 5 Initial, Statement of Understanding, CAPF 5 Annual Powered CAPR 60-1 Exam, FAA medical, FAA Flight Review, FAA Instrument Rating (Optional), CAPF 5 Airplane Questionnaire and CAPF 5 Airplane Annual Flight Check. What it doesn't tell you, is that there are several things that CAN have multiple entries.

These are:

FAA Pilot Certificate e.g. SEL and MES etc.

CAPF 5 Initial e.g. C182 and/or PA-28-160, which are in different aircraft Groups. CAPR 60-1 Table 3-1.

CAPF 5 Questionnaire For each aircraft that you intend to fly for the duration of the CAPF 5 that you took for this year.

CAPF 5 Annual e.g. C206 and/or C172, which are in different aircraft Groups. CAPR 60-1 Table 3-1.

You MUST have entered a CAPF 5 initial, one time, for every aircraft you intend to fly on CAP missions or activities. Once an aircraft has been entered, you don't ever have to enter that entry again. You should enter the actual date you took that Form 5, as that date determines the length of time you have been a CAP Pilot, for the CAP Awards "CAP Senior Pilot" and "CAP Command Pilot".

If you take a CAPF 5 Annual flight check in a C182 or C206, which are in Aircraft Group 2, that satisfies the requirement for any Group 1 aircraft, such as a C172 or PA28-160 etc. But you still have to have the questionnaire for the Group 1 aircraft listed in MIMS.

If you take a CAPF 5 Annual in a Group 1 aircraft such as a C172, that Form 5 only covers you for Group 1 aircraft. If you intend to fly a C182 during the year, you have to also take a CAPF 5 in that Group of aircraft too, C182 or 206. CAPR 60-1 para 3-5.

Now assume that you have entered all of your stuff, your CAP Airplane Pilot Tasks. What's next?

You, YOU, **YOU**, should advise your Unit Commander or Unit ES Officer, that you have entered this information into MIMS and it now requires his/her VALIDATION. You should have made copies of all of these documents and put them into your Pilot Record File at the Unit. They are REQUIRED to be on file at the Unit. See CAPR 60-1 para 2-8.

He/she has to get on to the e-Services Restricted application "MIMS(FMS)" then "Validate Achievements and Tasks". All of the things you just entered will show up there as requiring validation. These are the "TASKS" for the "CAP Airplane Pilot" "Achievement".

He/she validates all of these things and now you are a CAP Airplane Pilot, right?

WRONG !!!

If he/she goes back into the Validation application again, he/she will find that you still have one more thing to be validated, "CAP Airplane Pilot", the Achievement itself.

Once he/she validates that, YOU ARE ONE, a CAP Airplane Pilot. You will now show on the FRO Support Report. Right?

WRONG again !!!

The FRO Support Report is created each night by National at 0200 CDT/CST, so you will not show on it until the next report is created. Tomorrow.

## **Attachment 7**

### **Entering ES Awards and CAP Awards CAPR 35-6**

ES Awards and CAP Awards are entered into MIMS in the same manner as any other OPS-Emergency Services Achievement or OPS-CAPPilot Pilot ratings. No attempt is made here to describe the requirements for these awards. That is to be found in CAPR 35-6 and CAPR 60-1.

#### **ES AWARDS**

The requirements for all ES Awards are found in CAPR 35-6 and are found in MIMS in the OPS-Emergency Services Functional Area.

These are:

- CAP Observer
- CAP Senior Observer
- CAP Master Observer
- CAP Basic Emergency Services Qualification Badge
- CAP Senior Emergency Services Qualification Badge
- CAP Master Emergency Services Qualification Badge
- CAP Basic Ground Team Badge
- CAP Senior Ground Team Badge
- CAP Master Ground Team Badge
- CAP CN Observer
- CAP Emergency Services Patch

#### **CAP AWARDS i.e. Aeronautical Ratings**

The requirements for CAP Awards are described CAPR 35-6 and CAPR 60-1 and are found in MIMS in the OPS-CAPPilot Functional Area.

These are:

- CAP Pilot Rating
- CAP Senior Pilot Rating
- CAP Command Pilot Rating
- CAP Cadet Orientation Pilot Rating
- CAP SAR Pilot Rating
- CAP CD Pilot Rating
- CAP Glider Pilot Rating
- CAP Balloon Pilot Rating

All of these Awards entries should be made by the member when he/she has completed the requirements described in CAPR 35-6 and/or CAPR 60-1. Once entered, they require either validation or approval in the same manner as any other Pilot Rating or ES Achievement.